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TO: ALL CABINET AND AGENCY HEADS  
FROM: JOHN MARSH  
COUNSELLOR TO THE PRESIDENT  
RE: 1977 BUDGET

The purpose of this memorandum is to assure coordination of departmental and agency schedules for briefings on the Hill, and issuance of press releases, with White House actions on the State of the Union and the Budget.

The White House/OMB schedule is as follows:

On Tuesday, January 20, the press will receive advance, embargoed copies of the Budget. There will also be a press briefing, with full participation from top Administration officials, in the State Department auditorium at 9:30 a.m.

In addition, on Tuesday, advance, embargoed copies of the Budget will be sent to the Congressional Leadership and to the Committee Chairmen and Ranking Minority Members of each standing Committee of the House and Senate.

On Wednesday, January 21, the Budget will be officially transmitted to the Congress at 10:00 a.m.

Copies to individual Members of the House and Senate will be distributed Wednesday morning.

Also on Wednesday, Jim Lynn and Bill Simon and others will spend the entire day on the Hill briefing the Congress on the Budget as a whole.

To fit the above over-all schedule, it is expected that (1) agency and departmental press briefings and releases will not occur until January 20, and then only on the basis that all information is embargoed until 10:00 a.m. Wednesday, January 21, and (2) agency and departmental Congressional briefings (for Members or staff) will not be held prior to 3:00 p.m. Wednesday, January 21. This will facilitate briefings on the Hill on the over-all Budget before briefings occur on individual parts of the Budget. However, if there are important reasons for Congressional briefings on Wednesday prior to 3:00 p.m., please request approval in advance from Max Friedersdorf.

Approved For Release 2005/07/13 : CIA-RDP78M02660R000800120036-9

THE WHITE HOUSE

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Central Intelligence Agency  
7D49  
Washington, D.C.

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